

TRAVEL CARD MISCONDUCT

THREE TYPES OF MISCONDUCT

(Corrective measures are taken from DAO 202-751)

Offense	First	Second	Third
Failure/refusal to use card while traveling. (#28)	Reprimand to 10 days suspension.	5 day suspension to removal.	30 day suspension to removal.
Delinquency in paying outstanding balances (60 days or more) (#47)	Reprimand to removal.	5 day suspension to removal.	30 day suspension to removal.
Misuse - using the travel card for personal reasons. (#24)	5 day suspension to removal.	30 day suspension to removal.	Removal.

STEPS IN PROGRESSIVE DISCIPLINE

- 1) CONSULT YOUR SERVICING HRO.
- 2) Notify employee and afford opportunity to explain inappropriate charge or delinquency (remember Weingarten for bargaining unit employees).
- 3) Counsel, if necessary (If delinquent, obtain commitment to pay by date certain).
- 4) DOCUMENT THE COUNSELING.
- 5) Format discipline - penalty depends on seriousness of the offense and aggravating or mitigating circumstances.